



City of Salem Sheriff's Office

2020 ANNUAL REPORT



"TO SERVE WITH HUMILITY SO THAT WE BECOME THE
EXAMPLE TO OTHERS"



City of Salem Sheriff's Office
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Dear Citizen:

On behalf of the City of Salem Sheriff's Office, I offer you a copy of our 2020 Annual Report. As an accredited agency, this document is prepared and shared not only to comply with standards set forth by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) but also offers transparency of our operations. I hope you will find the report both interesting and informative.

The year of COVID-19 will be one to remember. For us, the beginning of the pandemic brought much of our operations to a halt. Courts and clerk's offices were closed to the public or operating on a very limited basis, transportation of inmates to court all but stopped however, our civil process skyrocketed. As the court cases were continued, all defendants, witnesses and victims had to be served a subpoena for a new court date. By summer, civil process had settled down and we had begun to find our groove in our new "COVID" operations. All personnel gave their very best to make things work, not only for us but for the court personnel we work alongside each day.

Our highly trained, and well led team handled 2020 with ease and it is my belief that it has made us much more efficient. Some modified operations will continue because it has worked so well for all stakeholders, for example, video hearings. Prisoner transports were minimized by utilizing video hearings as much as possible. This prevented possible spread of the virus inside and outside of our jails as well as minimized the risk of all potential dangers associated with prisoner transports.

We continue to work hard to deliver the very best of court services and to always fulfill our motto, "to serve with humility so that we become the example to others". It has been an honor to serve you and we look forward to more community interaction in the coming year.

Yours in Service,

A handwritten signature in black ink, appearing to read "April M. Staton".

April M. Staton
Sheriff



MISSION STATEMENT

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

GUIDING PRINCIPLES

Integrity

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

Respect

We show respect. We treat each other and all people with respect in a consistent manner.

Professionalism

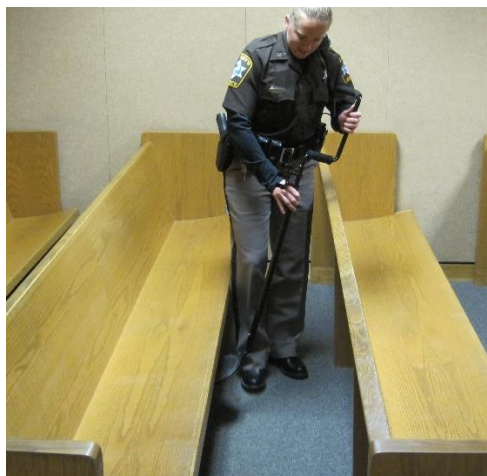
We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

Commitment

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.

Court Security

One of the primary functions of the Salem Sheriff's Office is security of the courts. This includes security of all courthouse staff, and members of the public that enter the building for court or personal business. For security reasons, each person that enters the courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer.



Dep. Bass conducts a search of one of the courtrooms prior to starting for the day.



Master Deputy Adkins shows the view the deputies get as they are monitoring the cameras at the front checkpoint x-ray scanning machine.



Deputy Mayhew stands guard over a General District Court trial while ensuring the safety of all in the courtroom.

In 2020, there were 134 court sessions for Juvenile and Domestic Relations court, 209 General District court sessions, and 196 Circuit court sessions. The Grand Jury met five (5) times during 2020.

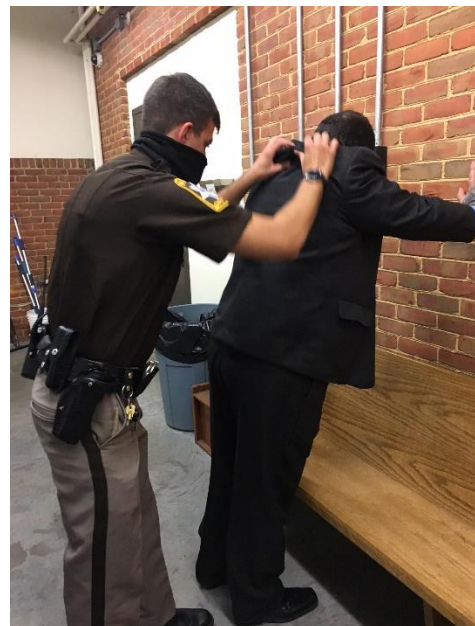
Transportation of Prisoners or Other Persons in Custody



Our Office is responsible for the safe transportation and handling of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff provide for delivery and pick up of Salem inmates housed in their facility.

All inmates coming into custody from the WVRJ are searched upon arrival.

There were a total of 824 court transports completed by our staff in 2020. Our other transportation responsibilities are inmate medical appointments or emergencies as needed for inmates housed at the Roanoke County/Salem Jail, inmate transfers from one facility to another, mental health transports by court order, extraditions of inmates from other states, and any other court ordered transportation issued by a judge. In 2020, we traveled 49,933 miles in performance of our duties.



Deputy Sexton searches an individual taken into custody from court.

A task that takes a tremendous number of man-hours for our office and racks up the miles on our vehicles is the number of mental health transports we provide. There was a total of 48 mental health transports in 2020.



Civil Process

Civil process service is the delivery of legal documents to the persons named therein, in a lawful manner. These documents typically arise from the courts however, we also process paperwork issued by or on behalf of attorneys, businesses, and members of the general public. We processed a total of 35,222 documents in 2020.



Deputy Bass posts a court document in accordance with the guidelines set forth by the Commonwealth of Virginia.

Training

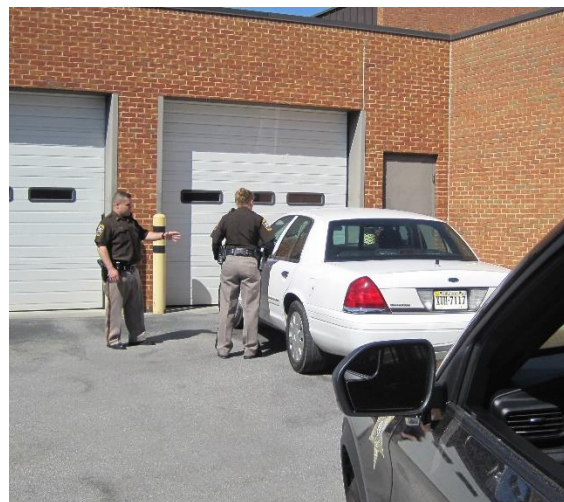


Deputy Bass engages in defensive tactics training at Cardinal Academy after being exposed to OC Spray.

Due to the current challenges facing law enforcement, it is imperative that we continue to provide our staff with sufficient training to ensure operational preparedness and deputy safety. Along with hundreds of hours in out-of-office training, we also completed in-house training utilizing our own certified instructors. We provided initial as well as refresher training on topics such as communicable diseases, biased-based policing, officer survival, field medic and use of force.

Our certified instructors also spend time instructing citizens, new recruits, and seasoned veterans at the Cardinal Criminal Justice Academy and at the Salem Courthouse.

Right – Sgt. Herndon trains appointee on effective traffic stops.





Left – Sergeant Branson and Deputy Parsons attending CPR/AED re-certification training at the Salem Fire Department.

Below – Deputies Bass and Sexton engage in rifle qualifications at the Salem Police Department Firearms Range.



Sheriff's Workforce Program



Above – A workforce volunteer picks up trash in downtown Salem to help keep our city beautiful.

The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those who successfully complete the program may, at the discretion of the Judge, have their charge dismissed, or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.

Sgt Jonathan Branson is the direct supervisor over all participants in the program in 2020. There were 17 workforce volunteers who completed a total of 379 hours in 2020, with 6 current volunteers going into 2021.

Community Involvement & Partnerships

Engaging with the community has become much more of a priority than ever before for law enforcement. It is extremely important to perform our duties in a manner that instills public trust and allows us to build mutually respected relationships with our community members; especially our youth. With the onset of COVID-19 in the late winter of 2020, our in-person community involvement has been limited. We have worked to reach out to our community through social media and other means. In 2021, we have many engagements planned and look forward to getting back to what we truly love; spending time with members of our community.



Clothes for the Needlework Guild of Salem

Professional Standards-Accreditation

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. Agencies seek accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). There are roughly 400 eligible agencies in Virginia. At this time, only 99 are accredited through the Commission. In addition to promoting public confidence and consistency, accreditation is important to:

- promote cooperation among agencies.
- ensure proper training for law enforcement personnel.
- increase the effectiveness and efficiency of services provided by law enforcement

Currently, there are over 700 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed its last official on-site assessment in March of 2017 with 100% compliance.



Sheriff's Office Website & Social Media

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our office.

Please visit our Sheriff's Office Facebook page where you can follow our community interactions and more!



2020 Brings Change

We were fortunate to be approved for a part-time, Administrative Assistant position to assist with answering the telephone, processing civil papers and managing all front office affairs.

Joining us in this position is Valerie Prude-Pope. Valerie comes to us after a very successful career with Norfolk Southern.

She has a tremendous amount of experience and has been a fantastic addition to our office.



Deputy Marvin Freeman ended his law enforcement career after a total of 39 years of service. He retired as a Lieutenant from Roanoke County Sheriff's Office in April 2006 and began work with us as a part-time deputy in July 2007. Marvin is one of the humblest men you will ever meet and has been such a huge asset to our office for 13 years. His experience, knowledge, demeanor, compassion, and humor will be greatly missed. We wish Marvin the best in his retirement and his legacy will live on within our office for decades to come.

The Coronavirus (COVID-19) brought about many challenges for the Salem Sheriff's Office. We were able to show our versatility by adapting to new ways to handle courts, arraignments, and other responsibilities in a safe, yet effective manner. By partnering with the Courts, the Commonwealth Attorney's Office, Defense Attorney's, and area jails, we were able to utilize closed circuit video for a significant number of our court proceedings. This allowed us to maintain the safety of all parties while preserving the rights of those charged. We want to thank our partners for working closely with us during this difficult time and for allowing us to have a highly successful year despite the challenges.

Thank You



Deputy Bass, Sergeant Branson and Lieutenant Garber donning personal safety equipment (masks) and their pink badges in recognition of Breast Cancer Awareness Month.

Larceny from Motor Vehicles

Please be aware of the importance of locking your vehicle doors and not leaving valuables in plain sight. Predators are always looking for easy targets and one of the easiest targets is an unlocked vehicle door.

Criminals, often under the cover of darkness, walk through neighborhoods in the wee hours of the morning seeking unlocked car doors. Once found, they rummage through the vehicle in search of money, credit cards and valuables.

Leaving valuables in plain sight however, even within a secure vehicle, can be a draw for thieves to break the windows of your vehicle and steal your possessions. You should not leave laptops, tablets, purses, wallets, firearms, and other valuables inside of your vehicle where they can be seen.

If you are in a shopping area, secure valuable items in the trunk or hatch area where they can be covered up and not easily viewed by criminals. If you go to an area gym, please take precautions to secure your items before arriving so that criminals do not see you hiding them under a back seat or covering them in the passenger compartment area.

Local law enforcement patrol neighborhoods and businesses in our city and it is also important that you remain vigilant to report suspicious activity to 9-1-1. We all must do our part to practice good crime prevention.

If you see suspicious persons, try to get as much detail as possible to give to the 9-1-1 call takers. Important information to relay is clothing description, race, sex, hair color, height, weight, distinctive characteristics, nature of their actions and direction of travel. If they are in a vehicle, get as many details as possible about the vehicle such as, color, make, model, tag number and direction of travel. Do not put yourself in a dangerous situation to get any information; your safety and the safety of others is of the utmost importance.

Awards

On June 30, 2020, Deputy David (“D.D.”) Wood was awarded the Kiwanis First Responder Award for Outstanding Service. Deputy Wood became a member of the Salem Sheriff’s Office after 27+ years of service to his community with the Salem Police Department. Prior to his employment with the Salem Police Department, Deputy Wood served his country in the United States Army. D.D. has proven to be a very valuable asset to our office with his vast knowledge and experience, and serves as an excellent example to our younger deputies.

Deputy Wood is a “quiet hero”. Upon meeting him, he may appear to be quiet and unexceptional; and he doesn’t distinguish himself in a crowded room. Deputy Wood daily does things right, regardless of the risk to himself or his own self-interest. He does what is necessary, he is caring, strong, intelligent and an amazing leader.

Deputy Wood is a powerful influence to those around him. He comes to work each day and carries out his responsibilities with respect and humility. He is a selfless leader that helps to facilitate the success of those around him and the organization. Deputy Wood has quickly gained the respect of his co-workers by his dedication to our mission, his unconditional love for his family and strong ethics.

The duty of a United States Soldier, Police Officer and Sheriff’s Deputy carries with it a tremendous amount of responsibility. Deputy Wood distinguishes himself through his service, his leadership, his experience, his humility, his dedication and his compassion. We are proud of “D.D.” Wood of receiving the Kiwanis First Responder Award.





Salem Sheriff's Office

Goals and Objectives 2021

- **Ensure daily delivery and practice of core values while fulfilling the mission of the office;**
- **Promote professional growth and development of appointees;**
- **Continue to research and apply for grant opportunities;**
- **Continue to refine our Youth Mentoring Program with the local TAP Head Start Center to build lasting relationships and a stronger community;**
- **Ensure courthouse facilities meet the evolving needs of the community and the Sheriff's Office;**
- **Work in partnership with the community to enhance programs that ensure the highest level of service;**
- **Continue to build trust and support within our community, local government, and with other law enforcement agencies that we serve;**
- **Continue to provide a safe and secure courthouse environment through awareness, education and training;**
- **Continue to be fiscally conservative with budget requests, yet not forsake the importance of manpower and other needs that maximize the safety of our community and Sheriff's Office appointees.**

A handwritten signature in black ink, appearing to read "Gil Mustat". The signature is written in a cursive, flowing style.

Sheriff

Commendations or Concerns

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all of the members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.



We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.

We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

For more information, please visit our website.

<https://salemva.gov/Departments/Sheriffs-Office>



CITY OF SALEM SHERIFF'S OFFICE WORKLOAD MEASURES FOR 2020

<i>Service of Court Papers</i>	
Levies	5
Writ of Possessions/Evictions or Writ of Fieri Facias	75
Subpoenas served	8,500
Jury summons served	571
Temporary Detention Orders served	37
Criminal warrants served	6
Other civil process served	26,108
TOTAL SERVICES	35,222
<i>Collections</i>	
Fees and Commissions	\$1,701.00
Collections on Levies	0
Sheriff's Sales	0
Total Money handled and disbursed	\$1,701.00
REMITTED TO TREASURER	\$1,701.00
<i>Courts Worked</i>	
Circuit Court	196
General District Court	209
Juvenile & Domestic Relations Court	134
TOTAL SESSIONS	539
Courthouse Visitors	30,085

<i>Transportation</i>	
Adult Court Related Transports	384
Juvenile Court Related Transports	15
Inmate medical events	32
Adult mental transports	39
Juvenile mental transports	9
TOTAL TRANSPORTS	824
TOTAL MILEAGE	49,933
<i>Extraditions</i>	
Extraditions (out of state)	1
<i>Custody</i>	
Persons taken into custody	79
Inmates placed in Roanoke Co/Salem Jail	920
Inmates placed in WVRJ	1,181
<i>Deputy Accidents/Injuries</i>	
Consecutive days in 2020 without a lost-time accident/injury	366
<i>Use of Force</i>	
Use of Force Incidents	3
Use of Force Incidents-Policy compliant	3
Use of Force Incidents-Requiring disciplinary action	0
Use of Force Complaints	0



*City of Salem Sheriff's Office
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